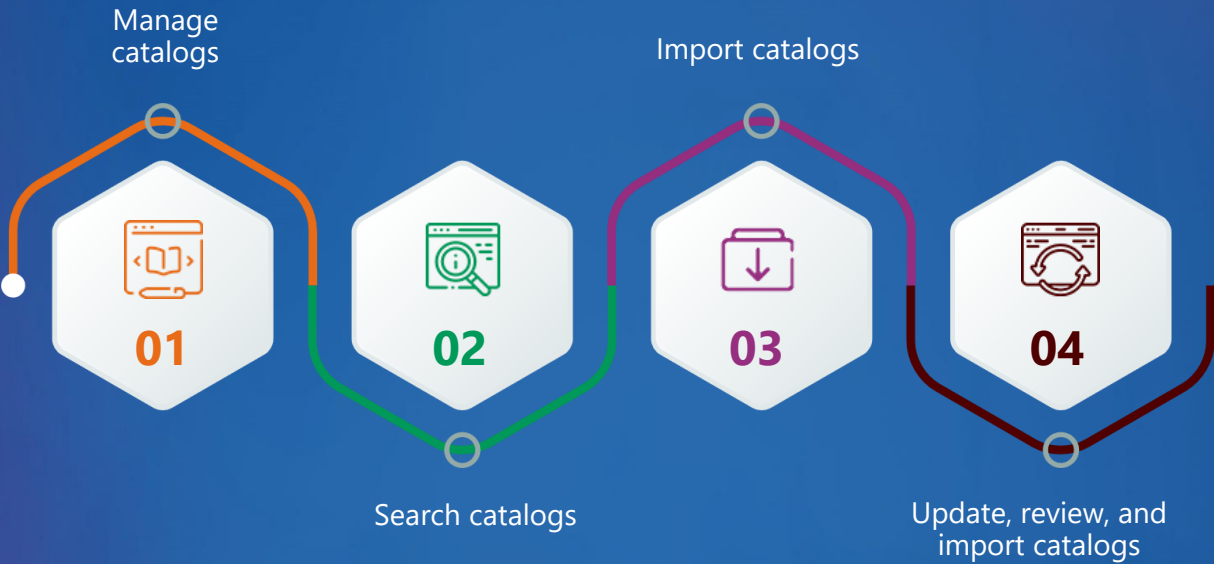


CATALOG MAINTENANCE IN eVA

Suppliers have their own portal in eVA. This portal allows the suppliers to manage their information, manage their contacts' information, participate in the sourcing process, store items and use them in the P2P process, and finally acknowledge their orders.

Suppliers can perform the following tasks using their eVA portal:



Manage a Catalog:

The supplier can import new catalogs, edit their existing catalogs, and submit them for approval. The **Catalog Administrator** is responsible for catalog approval.

eVA

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Anna C.

Manage Catalogs

Q Search

+ Import Catalog

Keywords











Status

Contract

Alerts






Q Search

Reset

Supplier	Contract	Version	Description	Status	Blog
 Anna's Creative Furniture	Furniture for Office - copy	v1		Initialized	
 Anna's Creative Furniture	Furniture for Office - copy	v1	New	Format control	
 Anna's Creative Furniture	Furniture for Office - copy	v2	New catalog	Initialized	
 Anna's Creative Furniture	Furniture for Office Amendment #1			Format control	
 Anna's Creative Furniture	Furniture for Office		Live edge working desk	Initialized	 Comment 1

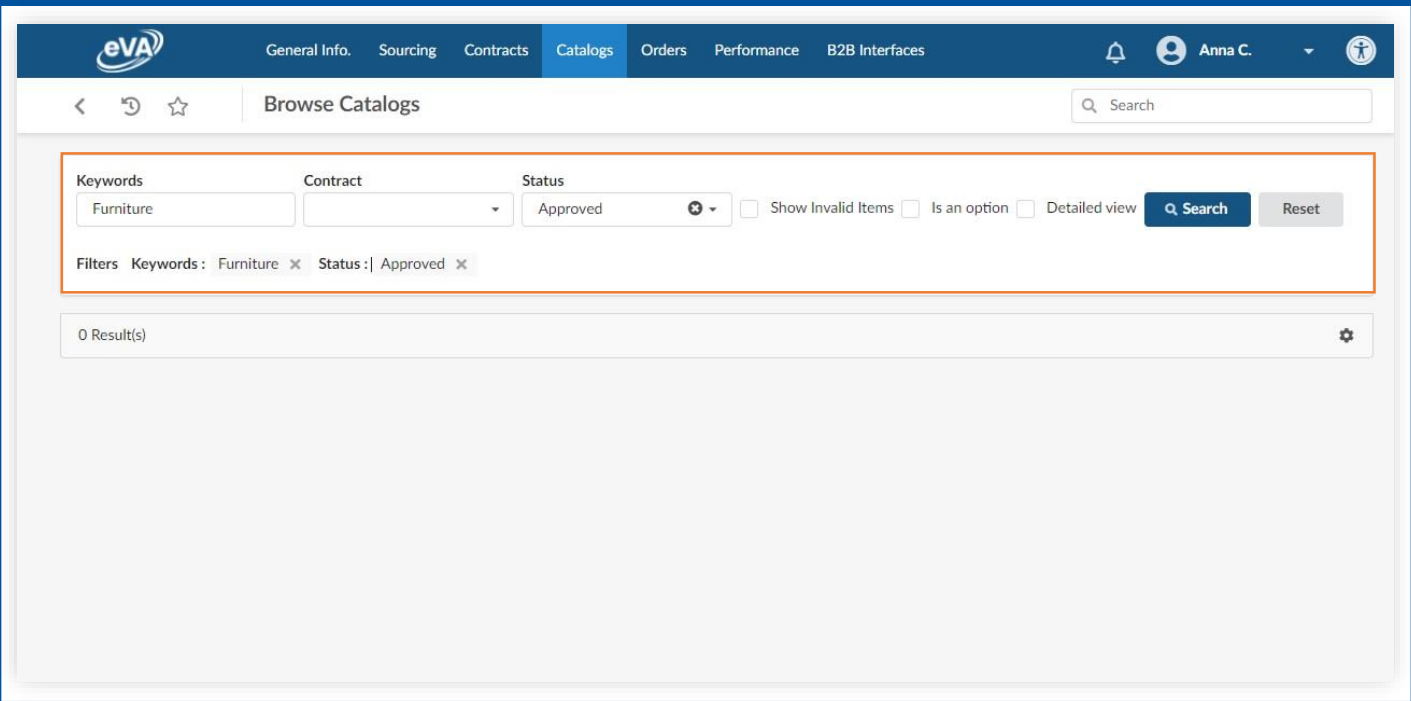
5 Result(s)

The statuses aligned to catalogs are as follows:

Status	Status Description
 Initialized	The catalog item is currently being worked on or saved to work on later.
 Published	Catalog item has been approved by the catalog administrator and can be ordered.
 Blocked	Catalog item is visible but temporarily unavailable and blocked from purchasing.
 Canceled	Catalog item is not being offered anymore and is not visible to the purchaser.
 Import Catalog button	The + Import Catalog button initiates the import catalog process for the supplier.

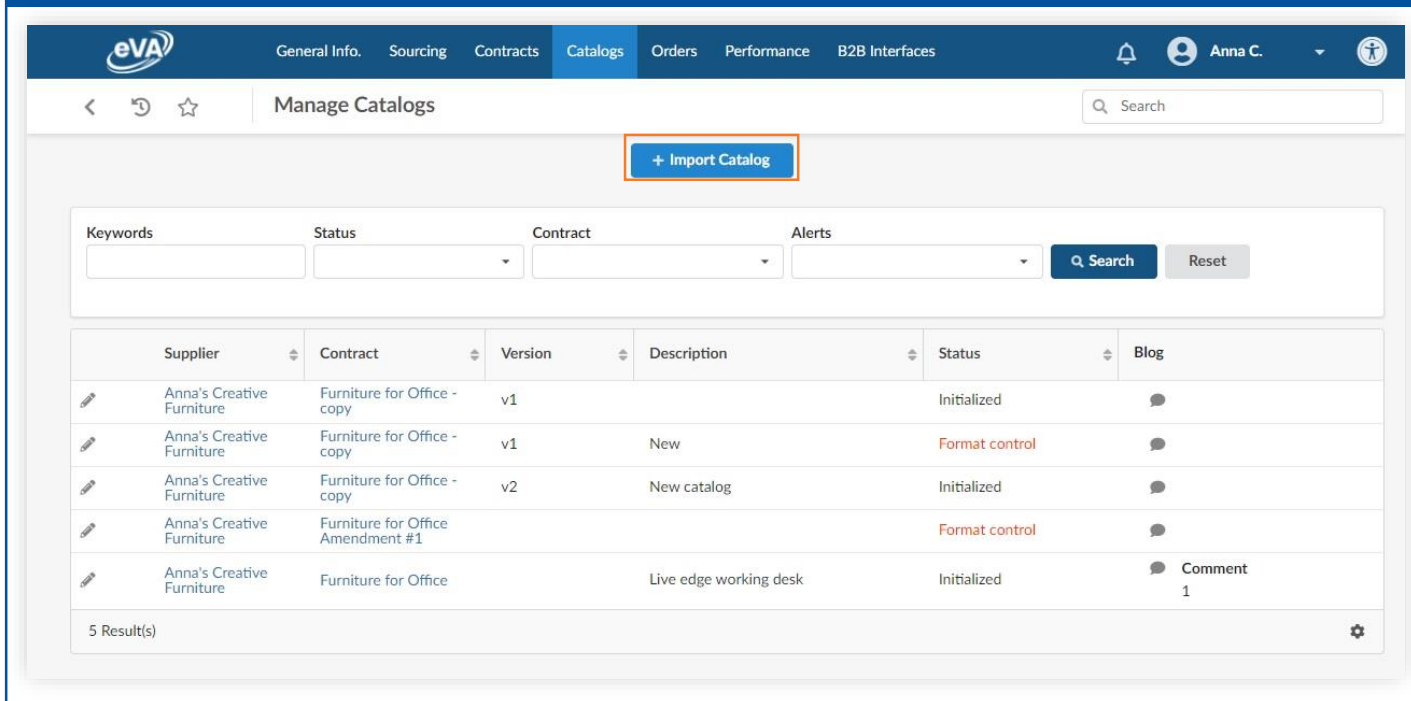
Search a Catalog:

Suppliers can search catalogs using specific keywords, statuses, specific contracts, and alerts.



Import a Catalog:

The + **Import Catalog** button on the **Manage Catalogs** page is used to import catalogs in eVA.



Review a Catalog:

Once the + **Import Catalog** button is clicked, the supplier will be navigated to the **Import Catalog** page. The supplier can export the catalog in an **MS Excel** format, update the details, and upload it back to eVA using the + **Add** button in the **Load New Catalog** section.

The catalog is then saved and appears in the list of catalogs on the **Manage Catalogs** page.

eVA

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Anna C.

Import Catalog

Search

>>

i

Save

Save & Close

Get import format file

General Information

Contract

Furniture for Office Amendment #1

Version

New version 1

Description

New catalog

Import Type

STD - Catalog (light)

Comments

Comment

Extract Current Catalog

Export the existing catalog items to MS Excel :
Make all item changes in the file, then import the updated file.

Export Catalog

Load New Catalog

Upload a document

Choose file

No file chosen

+ Add